



ZEBRA TECHNOLOGIES SIMPLIFIED COMPLIANCE FORM (SCF)

**QUICK START GUIDE:
COMPLETING MATERIAL
DECLARATION REQUESTS**



IF YOU ARE COMPLETING A PARTIAL MATERIAL DISCLOSURE (PMD), CLICK HERE

Completing a Full Material Disclosure (FMD) – Step by Step on How to manually fill up the form

1. Save the SCF file that was received via email to desktop or another preferred folder/location. (Warning!! Do not open directly from email to avoid malfunction of the file and do not use the SCF file that you download from the Zebra website).
2. Open the saved file and enable macros > click **I accept** > Ok
 - a. For more information on saving and opening the SCF, refer to the FMD user guide page 2, section 4 which can be found at <http://www.zebra.com/compliance-SCF>
3. Complete the supplier information field (column L4: Name, L5: Phone number - format must number without any character like – or + and L6: Email Address)

The screenshot shows the 'Simplified Compliance Form_RevA_MD60440 [Compatibility Mode] - Excel' spreadsheet. The form is divided into several sections: Requestor Information, Supplier Information, Legal Statement, Product Section, Supplier Part Section, Supplier Subpart Section, Material Section, and Substance Section. The Supplier Information section is highlighted with a red box, showing fields for Company Name, Contact Name, Contact Phone, and Contact Email. The Legal Statement section is also highlighted with a red box, showing the 'Accepted' status.

4. Accept the Legal Statement at column Q7. Click the cells Q7-S7, select Accept.

The screenshot shows the 'Simplified Compliance Form_RevA_MD60440 [Compatibility Mode] - Excel' spreadsheet. A 'Legal Declaration' dialog box is open, displaying the following text:

Supplier certifies that it has gathered the provided information and such information is true and correct to the best of its knowledge and belief, as of the date that Supplier completes this form. Supplier acknowledges that Zebra Technologies will rely on this certification in determining the compliance of its products. Zebra Technologies acknowledges that Supplier may have relied on information provided by others in completing this form, and that Supplier may not have independently verified such information. However, in situations where Supplier has not independently verified information provided by others, Supplier agrees that, at a minimum, its suppliers have provided certifications regarding their contributions to the part(s), and those certifications are at least as comprehensive as the certification in this paragraph. If Zebra Technologies and the Supplier enter into a written agreement with respect to the identified part(s), the terms and conditions of that agreement, including any warranty rights and/or remedies provided as part of that agreement, will be the sole and exclusive source of the Suppliers liability.

In addition, we, the Supplier, certify that the substances listed as "MISC, Not to Declare" are proprietary. We certify that we have reviewed the list of Banned, Controlled, and Reportable Substances listed in Appendix A of Zebra's environmental compliance specification SP-12509-01 and none of these chemicals indicated as "MISC, Not to Declare" are present above the threshold amounts listed.

Acknowledged and Agreed by a Duly Authorized Officer of Supplier.

The 'Accept' button is highlighted with a red circle.

5. Fill in column F10 for the part description. Enter mass amount in F11. Mass amount is the weight of the Part and the weight unit (G11). Unit can be in g, mg or kg (select in the pull-down menu).

Product Section		Supplier Part Section		Supplier Subpart Section		Material Section		Substance Section										
Zebra Item #	Zebra Description	Product Units	Supplier Part #	Supplier Part Description	Mass Amount	Mass Units	Subpart Name	QTY	Mass Amount	Mass Units	Homogeneous Material name	Material Group	Mass Amount	Mass Units	Substance Name	CAS Number	% of Material	Exemption
Each			202S41W332KV4															
							202S41W332KV4E	1										

6. Fill in the supplier subpart section. In this area, if there is a subpart, then please fill in the subpart section. But if there is no subpart, do not delete the Part Number that is already prepopulated and key in the same mass amount and unit as in Supplier Part section.

Product Section		Supplier Part Section		Supplier Subpart Section		Material Section		Substance Section										
Zebra Item #	Zebra Description	Product Units	Supplier Part #	Supplier Part Description	Mass Amount	Mass Units	Subpart Name	QTY	Mass Amount	Mass Units	Homogeneous Material name	Material Group	Mass Amount	Mass Units	Substance Name	CAS Number	% of Material	Exemption
Each			202S41W332KV4	capacitor	1	g												
							202S41W332KV4E	1	1	g								

7. Complete the Material Section. Start the declaration Material one row below the subpart. This section should begin in row 13. In the Material Section, please complete all 4 columns (Material Name, Group, Mass amount and mass units).

Simplified Compliance Form (SCF) – Quick Start Guide: Completing Material Declaration Requests

Simplified Compliance Form_RevA_MD60440 [Compatibility Mode] - Excel

Requestor: Zebra Technologies				Supplier Information				Legal Statement							
Contact Name : MOHDKASIM, SARIZANATRAH Contact Phone : (604) 683-2600 Contact Email : YRIV73@zebra.com Request Date : 2016-08-09-02:12:57 Respond by Date : 2016-08-08-16:00:00 Material Declaration # : MD60440 FMD				Company Name : JOHANSON DIELECTRICS Company ID : SUP000002101 Contact Name : Contact Phone : Contact Email : Response Date : 2016-08-09-15:03 Comments :				Legal Declaration : Supplier certifies that it has gathered the provided information and such information is true and correct to the best of its knowledge and belief, as of the date that Supplier completes this form. Supplier acknowledges that Zebra Technologies will rely on Supplier Acceptance : Accepted							
Product Section Zebra Item # : Zebra Description : Product Units :				Supplier Part Section Supplier Part # : Supplier Part Description : Mass Amount : Mass Units :				Material Section Subpart Name : QTY : Mass Amount : Mass Units :				Substance Section Substance Name : CAS Number : % of Material : Exemption :			
Each				202541V/332KV4 capacitor 1 g				202541V/332KV4E 1 1 g				Material 1 Others 0.5 g			

Material is always start one row below subpart

- Complete Substances section. Declare substances one row below Material Name. For instance, if there is a Material at row 13, start substances at row 14 in Substance section. All Substances listed must be added to 100% of the Material. To add a new substance, click in column P. A pop-out box with listed of substances name and CAS number will appear.

Simplified Compliance Form_RevA_MD60440 [Compatibility Mode] - Excel

Requestor: Zebra Technologies				Supplier Information				Legal Statement							
Contact Name : MOHDKASIM, SARIZANATRAH Contact Phone : (604) 683-2600 Contact Email : YRIV73@zebra.com Request Date : 2016-08-09-02:12:57 Respond by Date : 2016-08-08-16:00:00 Material Declaration # : MD60440 FMD				Company Name : JOHANSON DIELECTRICS Company ID : SUP000002101 Contact Name : Contact Phone : Contact Email : Response Date : 2016-08-09-15:03 Comments :				Legal Declaration : Supplier certifies that it has gathered the provided information and such information is true and correct to the best of its knowledge and belief, as of the date that Supplier completes this form. Supplier acknowledges that Zebra Technologies will rely on Supplier Acceptance : Accepted							
Product Section Zebra Item # : Zebra Description : Product Units :				Supplier Part Section Supplier Part # : Supplier Part Description : Mass Amount : Mass Units :				Material Section Subpart Name : QTY : Mass Amount : Mass Units :				Substance Section Substance Name : CAS Number : % of Material : Exemption :			
Each				202541V/332KV4 capacitor 1 g				202541V/332KV4E 1 1 g				Material 1 Others 0.5 g			

Choose a Substance (Double click to select)

CAS #	Substance Name
100-00-5	1-CHLORO-4-NITROBENZENE
100-01-6	4-NITROANILINE
100-02-7	4-NITROPHENOL
100-07-2	ANISOYL-CHLORIDE
1000-78-8	LUPRAGEN VP 9159
100-10-7	4-DIMETHYLAMINO BENZALDEHYDE
10017-56-8	TRIHYDROXYETHYLAMMONIUM, SALT WITH PHOSPHORIC ACID
100181-71-3	ISOBUTYL 3,4-EPOXYBUTYRATE
100-21-0	1,4-BENZENEDICARBOXYLIC ACID
1002-16-0	N-AMYL NITRATE
100-22-1	N,N,N',N'-TETRAMETHYL-P-PHENYLENEDIAMINE
10022-31-8	BARIUM DINITRATE
10022-68-1	CADMIUM DINITRATE TETRAHYDRATE
10024-97-2	DINITROGEN-OXIDE
1002-53-5	DI-N-BUTYL TIN
10025-64-6	ZINC PERCHLORATE
10025-67-9	DISULPHUR-DICHLORIDE
10025-73-7	CHROMIUM CHLORIDE (CRCL3)
10025-77-1	FERRIC CHLORIDE, HEXAHYDRATE
10025-78-2	SILICOCHLOROFORM
10025-87-3	PHOSPHORYL-TRICHLORIDE
10025-91-9	ANTIMONY BUTTER
10026-04-7	SILICON-TETRACHLORIDE
10026-13-8	PHOSPHORANE, PENTACHLORO
10026-17-2	COBALT FLUORIDE (COF2)
10026-18-3	COBALT FLUORIDE (COF3)

Please search for the substances name or CAS # here. For example, if the substance is Lead, type Lead in the Search box and click Search. All chemicals with Lead will be listed. Choose the correct substance by double clicking on the substances name.

Simplified Compliance Form (SCF) – Quick Start Guide: Completing Material Declaration Requests

Choose a Substance (Double click to select)

CAS #	Substance Name
17570-76-2	LEAD(II) METHANESULFONATE
17976-43-1	CYCLO-DI-MU-OXO(MU-PHTHALATO)TRILEAD
18454-12-1	LEAD CHROMATE, BASIC
20837-86-9	LEAD(2+) CYANAMIDE
22569-74-0	SILICIC ACID (H2SiO3), LEAD SALT (8CI, 9CI)
25808-74-6	LEAD HEXAFLUOROSILICATE (1:1)
301-04-2	LEAD DI(ACETATE)
37194-88-0	DILEAD-DIRUTHENIUM-HEXAOXIDE
546-67-8	LEAD-TETRAACETATE
56939-15-2	LEAD BOROSILICATE
57142-78-6	PHTHALATO(2-3)OXODILEAD
592-87-0	THIOCYANIC ACID, LEAD(2+) SALT
6080-56-4	ACETIC ACID, LEAD(2+) SALT TRIHYDRATE
61789-50-2	NAPHTHENIC ACID, COBALT LEAD MANGANESE SALT
61790-14-5	CYCLOHEXANECARBOXYLIC ACID, LEAD SALT
6477-64-1	LEAD-DIPICRATE
65997-18-4	LEAD BISILICATE
6838-85-3	1,2-BENZENEDICARBOXYLIC ACID, LEAD(2+) SALT (1:1)
68603-83-8	FATTY ACIDS, C6-19-BRANCHED, LEAD SALTS, BASIC
7439-92-1	LEAD
7440-50-9	COPPER
7446-27-7	PHOSPHORIC ACID, LEAD(2+) SALT (2:3)
75-74-1	LEAD TETRAMETHYL
7758-97-6	LEAD CHROMATE
7781-46-7	LEAD(II) NITRATE (8CI)

Product Section	Supplier Part Section	Supplier Subpart Section	Material Section	Substance Section
Zebra Item #	Zebra Description	Product Units	Supplier Part #	Supplier Part Description
Each	202541V332KV4	E	capacitor	1 g
			202541V332KV4E	1 g
			Material 1	Others
			0.5 g	
			LEAD	7439-92-1

Please complete the % of that substances in the Material. If Lead is 100 % declared in Material 1, then % of Material should equal 100%. If no, then please add new substances below the Lead as shown below:

Product Section	Supplier Part Section	Supplier Subpart Section	Material Section	Substance Section
Zebra Item #	Zebra Description	Product Units	Supplier Part #	Supplier Part Description
Each	202541V332KV4	E	capacitor	1 g
			202541V332KV4E	1 g
			Material 1	Others
			0.5 g	
			LEAD	7439-92-1
			COPPER	7440-50-9

Please note that substances are controlled under specification **CPZ-CE-010 Zebra Technologies Global Environmental Compliance Specification**. Exemptions must be declared. To add exemptions, click column "Exemptions" beside the controlled substances, (in this case "Lead") and then exemptions list will pop out. Choose the right exemptions and double click on the correct exemptions.

Simplified Compliance Form (SCF) – Quick Start Guide: Completing Material Declaration Requests

The screenshot shows the 'Choose an Exemption' dialog box in the SCF software. The dialog lists several exemptions, with 6(c) 'Copper alloy containing up to 4% lead by weight' highlighted. The background shows the SCF form with sections for Requestor, Supplier, and Substance information. The Substance section is partially filled out, showing a capacitor with a mass of 1 g and a substance named 'Material 1' with a mass of 0.5 g. The 'Exemption' column is empty, and the 'Choose an Exemption' dialog is open to help select an exemption for the substance.

- To add more Material and substances, please repeat step 7 & 8 until all Material and Substances are declared. Example as below:

The screenshot shows the completed Substance section of the SCF form. The Substance section is filled out with multiple materials, including Lead, Copper, and Hydroxyquinoline, each with its own CAS number, mass, and exemption. The 'Exemption' column is filled with the exemption codes 6(c), 6(c), and 6(c) respectively. The 'Substance Name' column is filled with 'Material 1', 'Material 2', and 'Material 3' respectively. The 'CAS Number' column is filled with '7439-92-1', '7440-50-8', and '10380-28-6' respectively. The 'Mass' column is filled with '0.5 g', '0.5 g', and '0.5 g' respectively. The 'Exemption' column is filled with '6(c)', '6(c)', and '6(c)' respectively.

- Once all data is entered, click "Export to XML".
- If errors were found during the export to XML, please double click on the error one by one. When possible, the form will send the cursor to the column that needs correction. Please fix the error and recheck by clicking the export to XML button.
- Without any error, the file will produce an XML declaration. Please send the XML Declaration and SCF file to the e-mail addressed listed in the Requestor: Zebra Technologies section of the form.
- For more information on manually completing the SCF, please refer to page 7, section 8 through page 12, section 14 of the FMD user guide which can be found at <http://www.zebra.com/compliance-SCF>

Completing a Partial Material Declaration (PMD) – Step by Step on How to manually fill up the form

1. Save the file at your desktop (or other preferred folder)
2. Open the file.
3. Follow steps as shown in the screenshot below.

The screenshot displays the SCF form with the following sections and data:

Requestor: Zebra Technologies				Supplier Information				Legal Statement			
Contact Name	MOHONASIM SAPIZANATHAN			Company Name	TPK TOUCH SOLUTIONS INC.			Legal Declaration Supplier certifies that it has gathered the provided information and such information is true and correct to the best of its knowledge and belief, as of the date that Supplier completes this form. Supplier _____ Supplier Acceptance Admin Save As... Reset			
Contact Phone	(604) 252-9396			Company ID	64550000377						
Contact Email	YRTLV72@zebra.com			Contact Name							
Request Date	2016-05-05-06:08:36			Contact Phone							
Respond by Date	2016-05-19-05:00:00			Contact Email							
Material Declaration #	MD059763 PMD			Response Date	2016-05-05-06:08:36						
				Comments							

Product Section			Supplier Part Section						
Zebra Item #	Zebra Description	Product Units	Supplier Part #	Supplier Part Description	Mass Amount	Mass Units	RoHS	RoHS Exemption	REACH SVHC
		Each	S08L047013A	TOUCH PANEL PROJECTIVE CAPACITATIVE 4.7" TOUCH PANEL VICAMERA HOLE WINDOWS					

Annotations:

- Export to XML:** Click and send us XML Declaration.
- Legal Statement:** 1. Fill up this field, Name, phone # and Email address. 3. Accept this.
- Supplier Part Section:** Filled up this field - mass amount (weight of your part) - unit (g/mg) - RoHS Declaration - Exemption (if any) - REACH Statement.

4. Send XML Declaration back to the e-mail addressed listed in the **Requestor: Zebra Technologies** section of the form.



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